ALIS

Centralized Licensing, Inspections and Complaints System (CLICS)

Burning Man - Consumer Application Instructions

IMPORANT NOTICE:

APPLICATIONS MUST BE RECEIVED BY AUGUST $15^{ ext{TH}}$

To begin the licensing process, go to https://nvdpbh.aithent.com/login.aspx and then click on the Environmental Health tab. Click on the link "Click Here" under "Apply for a Temporary Food Permit"

USER LOGIN	HCQC Child Care Environmental Health					
Login Name Password	Welcome to the online Permits and Renewals system for the Environmental Health Section:					
Forgot Login/Password Login	Return Users: Type in your user name, password and then click on the LOGIN box. New Users: Click on "create a new account" and follow the on-screen directions.					
Password is case sensitive.	Select the <u>Common Business Application</u> on the left hand side to apply for the following annual license types:					
Already Licensed by NV DPBH: Register Here	 Food Establishment Food Establishment Exemption Cottage Food Registration Farm to Fork Registration Shellfish Distributor Public Bathing Places Public Accomodations Drug/Cosmetic Manufacturer Camping and Recreational Vehicle Park Institutions 					
NEW APPLICANTS APPLY HERE To apply for a Common Business Application Greek Here	► Certificates of Free Sale ► Sewage Programs Select <u>Temporary Food Establishment</u> for special event permits.					
To apply for Temporary Food Permit: Click Here To Search	Email questions to <u>EHScustomerservice@health.nv.gov</u> Call us at (775) 687-7533					
	For a list of contacts see our the Environmental Health Section Web Pages at www.dpbh.nv.qov					
	We accept: VISA* echeck DISCOVER					

New Applicants

For those who have never used this system it will direct you to set up a Login Name and Password. PLEASE KEEP THIS INFORMATION ON HAND. If you apply for future application you will be signing into the same account to apply for multiple Temporary Event Permits.

Returning Applicants

For those who have already built a profile, when applying for a Temporary Event Permit in the past, use the top box "USER LOGIN" to return to your home site to "apply for a new License," under the: What do you want to do now" section.

Initial Registration Page:



You will need to fill out the following:

- **Facility Name (DBA):** This should be the registered name of your camp.
- **NV Business ID:** If you have a state business ID, enter it here. It would be "NV" followed by 11 numbers. However, this is not required. You may leave this blank. Only the asterisked items must be filled out.
- Mailing Address Section:
 - Address is the street address where you receive correspondence for this operation
 - o City/State/County/Zip: enter the appropriate values that go with the address
 - Phone/Email: this should be the contact information to receive correspondence for your business
- Account Information (Login):
 - The Login Name can be anything using A-Z and 0-9. Take note of it before submitting the form so you don't forget.
 - o Password: must conform to the text in red, for example "MyBusiness.6" contains all the elements needed. Make the password something you can remember, but not easy to guess.
- When you are done with the form, click the **Register** button.

Application Type: Temporary Events

Select the type of application you would like to apply for, by selecting "Temporary Event – Burning Man."

Then in the area that appears below, click the checkbox for the license or Credential you are applying for. Temporary Food Establishment, or Portable Water Hauler.

Completing the "Risk Category" section is not necessary, you may proceed and leave this section blank. If you chose to do so, you may pick the category you believe you fit into, the Health Division will change if needed when reviewing your application. Choosing the wrong category will NOT slow the processing of your application.

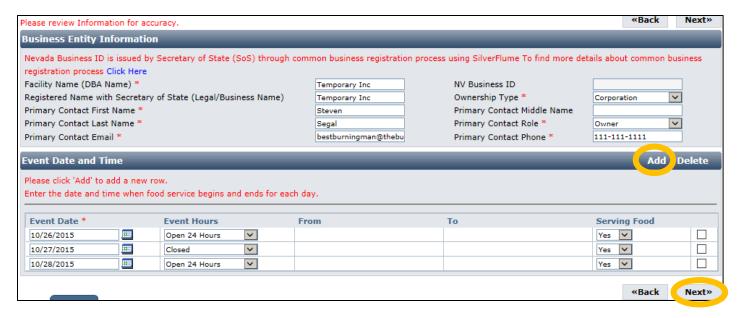
IMPORTANT: If you are registering a Temporary Mass Gathering, please contact us at (775) 687-7533 and see the guide for Temporary Mas Gathering.

When you are finished click the Next button.

	Prelimin	ary Step	
			Fields marked with asterisk (*) are required
Application Type *	_		
Which application would you like to apply? Temporary Event - Burning Man Temporary Mass Gathe Temporary Event - Local Events	rings		
Credential	_		
TEMPORARY FOOD ESTABLISHMENT - BURNING MAN INFORMATION	Endorsement	☐ CATEGORY 1 - LOW RISK ☑ CATEGORY 3 - MODERATE RISK (PHF'S)	CATEGORY 2 - MODERATE RISK (NON-PHF'S) CATEGORY 4 - HIGH RISK
POTABLE WATER HAULER PERMIT - BURNING MAN (INFORMATION)	Endorsement	N/A	
Reset	Next		

Entity Information:

- Business Entity Information
 - Facility Name (DBA): Enter your food service booth name or camp name This will be automatically filled in from your registration, however if you mistyped you may correct it here
 - Registered Name/Legal Business Name: This should be the exact name on your state business license, if applicable. It may be different from your DBA name.
 - Ownership Type: Select from this list. LLC, Corporation, etc. depending on the business type.
 - Primary Contact Information: The contact information including name, phone, and email should be for the person that will receive correspondence on licensing issues for the business. This should be the food service manager or person-in-charge over the food service.
 - Event Date(s) and Time(s): Enter the date and time when food service begins and ends each day. <u>List YOUR Food Preparation and Service Times</u>- Indicate the time frames <u>when you will be in operation</u>, preparing and serving the food. We will attempt to inspect you during this timeframe. Please try your best to operate when you have scheduled. This event date and time is not the Burning Man festival information, but food operations times specific to you.
 - Click the "Add" link to add new lines for each day from the beginning to the end of the event. On each line, select the date and then select the specific hours you will be open. Change "Serving Food" setting depending on whether you are serving food or not.
- When you are finished filling out the form, click the **Next** button.



Address Information:

Most of the information in the mailing address section should appear based on what you have entered previously. The mailing address is where correspondence will be sent. When you have entered these click the **Next** button.



Additional Information:

The Additional Information section will be shown. For a Burning Man permit, it will display like this:

Requested Credential(s): TEMPORARY FOOD ESTABLISHMENT - BURNING MAN(CATEGORY 3 - MODERATE RISK (PHF'S)) **Entity Information** Address Information Additional Information Ouestions Attestation Next >> << Back **Event Information** Establishment Name * Burning Man Pizza Shack Responsible Entity Name * Robert Blake × ONe Camp Name * Yes Blue Team Registered with Theme Camu? Delta Theme Camp Location * Open Date 08/28/2017 Close Date 08/29/2017 Which county will this event take place in? * PERSHING ~ << Back Next >> Reset

This information is extremely important for accurate records. It has a section for each license with the same fields: If this information changes, upon arrival at the event (such as Theme Camp Location), you must inform EHS staff of all changes to this information!

The accuracy of this section will determine the fees charged at the end of the online application process.

- **Establishment Name**: This is the specific name of the booth *or camp* (usually DBA name) for each license. They may be the same or different depending on how the business is structured.
 - o Example: The Red Porch Fine Dining
 - o Example: Red's Bar
- **Responsible Person:** This should be the person-in-charge or owner of the booth establishment that will be present during an inspection or complaint, and present during the event.
- For Temporary Event Permits:
 - o Event Name: Enter the name of the event you will be participating in, Burning Man
 - Coordinator Name: Enter the name of the main event coordinator for your camp.
 - o Event Location: Enter the address where the event will be held, street address or place of food service.
 - o **Religious, Charitable, or Non-Profit:** Select whether the event falls into one of these categories.
- For Burning Man Permits:
 - Camp Name: The name of the camp your establishment will be associated with. If you are located within
 in theme camp or
 - o Registered with Theme Camp: Select if you are registered or not with a theme camp or village
 - Theme Camp Location: If affiliated with a theme camp, list the location of the camp. List the cross streets by Letter and Time. List the street you camp faces first. for example- A + 7:30)
- Open Date and Close Date: Enter the open and close date for your food service operation. Do NOT list dates of the Burning Man event opening and closing, unless your food service coincides with it.
- **County:** Burning Man is in Pershing County.

This page contains fields that are used by other programs. You may leave them blank if they are not applicable to the facility type.

When you are finished entering all the information for all licenses, click the **Next** button.

Questions:

This page displays a list of questions that must be answered regarding your facility. A hidden box may pop up requesting more information depending on your answers. When you are finished select the **Next** button.

Requested Credential(s): TEMPORARY FOOD ESTABLISHMENT - BURNING MAN(CATEGORY 1 - LOW RISK)

Entity Information	_	Address Information	_	Additional Information	_	Questions	Attestation
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<< Back Next >> Questions Question Response OYes ONo Are you or anyone listed in the application now licensed or have been previously licensed for the similar business? If yes, please list the state Agency, type of license and license number. 2 Have you ever applied for a Temporary Event Permit? If so under what facility name, what event and what was the last OYes ONo event date. 3 OYes ONo Are food or drinks to be served at this event? If yes, please list all food and drinks below. If needed, attach full list to the end of this application. 4 OYes ONo Are you transporting foods to the event? If yes, state how these foods will transported. 5 You must purchase all foods or ingredients from a permitted retail or wholesale food establishment. List each grocery store, club store or other location where you will be purchasing food. If more space is needed, attach a full list at the end of this application. OYes ONo Are you holding food cold? If yes, state how food will be maintained at 41 degrees Fahrenheit or less. List the equipment Are you cooking foods at the event? If yes, state at what temperatures food will be cooked. List the cooking equipment OYes ONo 10 Are you cooking eggs? If yes, what temperature will you cook eggs to? ___ degrees F OYes ONo 11 Are you cooking fish? If yes, what temperature will you cook fish to? _____ degrees F OYes ONo Ae you cooking beef? If yes, what temperature will you cook beef to? ____ degrees F 12 ○Yes ○No 13 Are you cooking poultry? If yes, what temperature will you cook poultry to? ____ degrees F OYes ONo 7 OYes ONo Are you reheating food? If yes, what temperature will you reheat food to? ____ degrees F 8 Are you cooling any cooked food for later service? If yes, how do you intend to cool the food? Note that you must receive OYes ONo advance approval to cool foods, and must strictly comply with instructions on cooling from DPBH-EHS. 14 Are you holding food hot? If yes, state how food will be maintained at 135 degrees Fahreinheit or above. List equipment OYes ONo to be used.

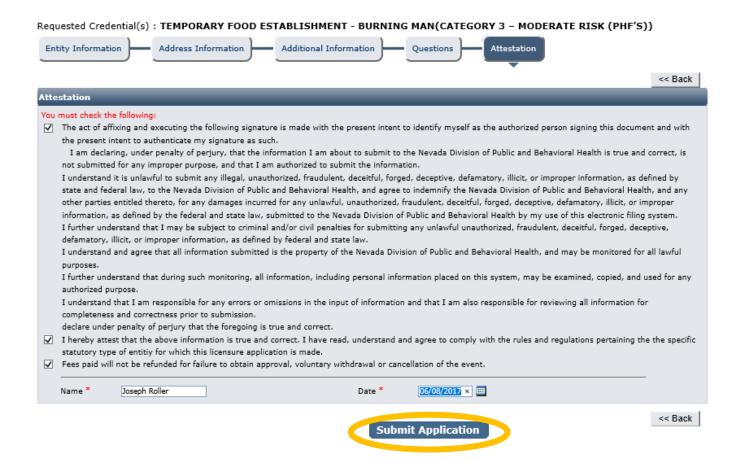
Be sure to answer all the questions correctly;

15	Are you preparing any food off-site? If yes, state where the food will be prepared.	○Yes	0	lo	
16	Is this off-site location a pemitted food establishment? If yes, tell us what food establishment. Please state the name of the establishment and provide the permit number. If the establishment does not hold a permit with the State of Nevada Division of Public & Behavioral Health, please attach a copy of the current permit and most recent inspection report at the end of this application.	O Yes	O No	O Not Applical	ble
19	Will the booth have a dedicated hand washing set up? If yes, describe the hand washing set up.	O Yes	0	lo	
20	List all sources for potable water to be used for cooking, drinking, or washing at your event. Note that water from a domestic well is not permitted.				
21	How will you set up your dishwashing station? See the guidance documents for recommended set-ups.				
22	What type(s) of thermometer(s) will you be using? See guidance documents for the thermometers appropriate for different uses.				
23	Describe how you will set up your sanitize buckets or spray bottles. What type of sanitizer will you use? Will you have test strips, and what kind?				
24	How will you handle and dispose of waste water at your camp?				
25	How will you handle trash, recyclables, and other solid waste at your camp?				
26	Have you saved a copy of the Burning Man Self-Inspection Checklist? By selecting yes and submitting this application, you are agreeing to use this document to assist you in setting up your kitchen. Be prepared to review this document during your inspection.	Oyes	01	ło	
27	Have you read the 2017 Burning Man Food Service Guidance Document? By selecting yes and submitting this application, you are agreeing to comply by all regulations listed in and/or referenced in this document.	○ Yes			
28	Have you read and do you understand NAC 446.630 - 446.669: Temporary Events Regulations? By selecting yes, you are agreeing to abide by these regulations, and understand that failure to comply may result in closure.	○ Yes			
			<	< Back	Next >>

Reset

Attestation and Electronic Signature:

Read the legal statements and agree by checking the box to the left. Enter your full name (this is your digital signature) and the current date. When you are done, select "Submit Application".



Fee Review

On the next page, the license fee preview will be displayed. Click "Pay Now".



Do NOT push the "Pay Now" button more than once.

Do not push the go back arrow using your browser. To review or update your application information click on "Edit Application".

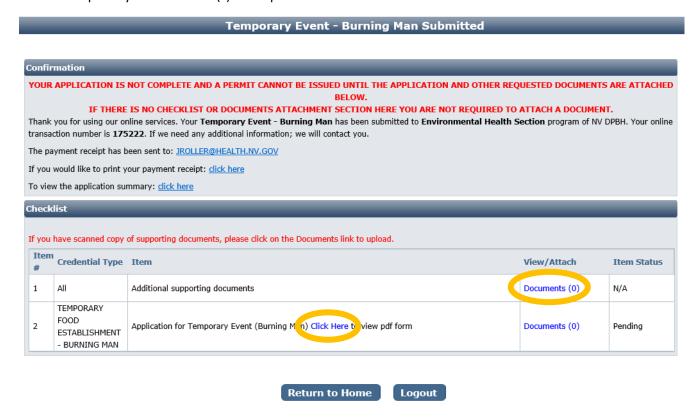
Failure to comply with these instructions may result in multiple charges.



Checklist: Applications and Documentation

The site will guide you to the checklist and you will need to add your applications and other documentation. Note your transaction number in bold. There is also the option to print the application summary for your records.

Below that section is the list of items that need to be completed for the selected licenses. Some items may be optional depending on your situation. Examine each item carefully and if needed, click the "Documents" link in the View/Attach column on the right side to upload a document for staff review. When you do this, a popup will appear with directions on how to upload your document(s). Example:



When all required items are uploaded and/or reviewed, your application will be processed.

Returning to complete an application:

To return to your account to complete and application or manage your licenses, go to:

https://nvdpbh.aithent.com/login.aspx and then enter your user name and password and then click the Login box:



You will see a menu on the left side:



Click on "View Pending Online Application(s)". You will see a list of applications for review. Select "View Details" for the application you want to look at:

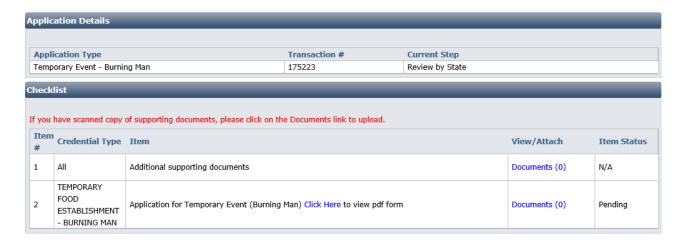
Pending / Incomplete Online Application(s)

Return To Home



Now you will see the check list again where you can review the status of each item and attach additional documents if needed (the actual items will depend on your license type):

Pending Application Details



Or click on "continue Application" to continue where you left off; or "Withdraw" to withdraw the application:

Pending / Incomplete Online Application(s)

Return To Home

ending / Incomple	ete Online Applica	ation(s)	_		_	
Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action
Temporary Event - Burning Man	175223	06/01/2017	Review by State	Application Summary	View Details	Withdraw
Temporary Event - Burning Man	175222	06/01/2017	Review by State	Application Summary	View Details	Withdraw
Temporary Event - Local Events	175221	06/01/2017	Review by State	Application Summary	View Details	Withdraw
Temporary Event - Local Events	175218	05/31/2017	Review by State	Application Summary	View Details	Withdraw
Temporary Event - Local Events	175220					Continue Application - Withdraw

If continuing an application, the system takes you back to the "Entity Information" section, but remembers the information entries you have made, with the exception of the attestation page. Just confirm the information and select "NEXT" to proceed forward.

After successfully submitting your application, it will be reviewed by Environmental Health staff and a "Tentative Approval Notice" will be emailed to you. However, you are NOT permitted or fully approved to serve food until you pick up your permit at Playa Info at the event. If you have not received the "Tentative Approval Notice" by August 20th, you contact 775-623-6588 to check on the status of your application.

WHERE TO PICK UP YOUR REAL PERMIT- PLAYA INFO- SATURDAY, AUG 26TH- WEDNEDAY, AUG 30TH FROM 1-3PM

It is a violation of Nevada State law to operate a food service establishment without a posted, valid permit. The valid permit must be picked up at Playa Info at the event. You will need to verify your camp location when you pick up your permit.

REMEMBER TO REVIEW AND PRINT OUT AND USE OUR FOOD SAFETY REQUIREMETS AND GUIDES TO ENSURE YOU ARE PREPARED FOR SAFE FOOD SERVICE. VISIT http://dpbh.nv.gov/Reg/Temp-E/Temporary Events Home/